

## **PLANNING AND MANAGEMENT**

### **Unit 1: School Organisation & Management**

- Concept of School Organisation and Management
- Need and importance
- Principles of Organisation
- Principles of Management
- Types of school climate: Open, Autonomous, Familiar, Paternal, Closed
- Role of Heads of Institutions: Administrative, Instructional, Supervision and Teacher Development
- Role of Teachers: Duties and Responsibilities

### **Unit 2: Institutional Planning**

- Meaning
- Process
- Steps

### **Unit 3: Planning Programmes**

- Time Table: principles; kinds; uses
- Students' activities: debates, drama, field trips

### **Unit 4: Classroom Management**

- Concept
- Principles
- Techniques

### **Unit 5: School Records**

- Need and Importance
- Types of School Records: teacher's diary; admission and withdrawal; attendance; library book issue; stock; salary bill; teachers' attendance; contingency distribution register; PTA records etc.
- SSA records and registers
- List of recorded information e.g. Practical work records

### **Unit 6: Practical Work for Internal Assessment**

- Prepare any two:
- School Time Table
  - Annual Calendar of Activities
  - An institutional Plan
  - Action Research Project Preparation of a plan for the beautification of the school